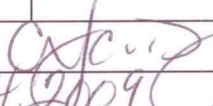


<p align="center">POLICY OF</p> <p align="center">STATE OF DELAWARE</p> <p align="center">DEPARTMENT OF CORRECTION</p>	<p align="center">POLICY NUMBER</p> <p align="center">8.5</p>	<p align="center">PAGE NUMBER</p> <p align="center">1 of 1</p>
<p>CHAPTER: 8 Administration</p>	<p>RELATED ACA STANDARDS:</p> <p>2-CO-1A-17</p> <p>SUBJECT:</p> <p>Procedure Development</p>	
<p>APPROVED BY THE COMMISSIONER: </p>		
<p>EFFECTIVE DATE: <i>October 14, 2009</i></p>		
<p>APPROVED FOR PUBLIC RELEASE</p>		

I. AUTHORITY: 11 Del. C 6517, 29 Del. C. 8903

II. PURPOSE: To authorize the development of bureau/section procedures.

III. APPLICABILITY: All Department employees, volunteers, visitors, persons or organizations conducting business with the Department.

IV: DEFINITIONS:

Procedure - The guidelines which direct the activities and actions of an employee or group of employees in accomplishing a particular task.

V: POLICY: It is the policy of the Department of Correction that each bureau chief/section manager will develop bureau/section procedures for their respective bureaus/sections. These procedures must be in accordance with Department policy and provide for the uniform administration of each bureau/section. In addition, the procedures will authorize and direct the development of facility/office standard operating procedures.

It will be the responsibility of each bureau chief/section manager to disseminate and annually review their respective procedures.